



Policy: 4090
Procedure: 4090.03
Chapter: RAC
Rule: Superintendents Review/Release
Board Process for Juveniles with
30 Day Length of Stay

Effective: 10/12/07
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall have a process to determine the review/release board process for juveniles with a 30 day length of stay. The Superintendent's Review Board (SRB) shall be conducted to review committed juveniles within secure facilities who are eligible for Conditional Liberty in accordance with to ARS §41-2818, or who require periodic review.

Rules:

1. **On the day after the arrival of a newly committed or parole violator juvenile who has a 30 day (or less) minimum adjudication, the YOUTH PROGRAM OFFICER III (YPO III) CASE WORKER shall:**
 - a. Mail Form [4090.03A](#) Notice of Superintendent's Review Board that states the juvenile could be released on or earlier than day 30 (date of hearing to be announced) to:
 - i. Court (i.e. Judge); and
 - ii. The County Attorney.
 - b. Email notification to the ADJC Office for Restorative Justice and Victims' Rights Unit;
 - c. Mail Form 4090.03B Parent Fact Sheet along with Form 4090.03C Parent FAQ;
 - d. Mail Form 4090.03D Parent Notification Notice Superintendent Review Board.
2. **Youthbase Entries:**
 - a. For a newly committed juvenile who has a 30 day (or less) minimum adjudication, the **YPO III** shall enter the juvenile's offense history and length of stay (LOS) into Youthbase on the day after arrival;
 - b. For a parole violator juvenile, the **YOUTH HEARING OFFICER** shall enter the juvenile's offense history and Length of Stay (LOS) into Youthbase upon returning to Central Office after the revocation hearing.
3. **No later than ten business days after the arrival of the juvenile pending revocation:**
 - a. A **YOUTH HEARING OFFICER** shall conduct a Revocation hearing and shall determine the juvenile's length of stay based on the outcome of the hearing and his/her violations;
 - b. At that time if the juvenile is revoked, the **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) COORDINATOR OR DESIGNEE** shall:
 - i. Determine proposed housing placement; and
 - ii. Determine readiness for release;
 - iii. Use the following criteria to determine low or moderate/high risk of the juvenile:
 - (1) Low risk:
 - (a) Type of offenses committed:
 - (i) No sexual offenses;
 - (ii) No felony assaults;
 - (iii) No weapons violations;
 - (iv) No escapes or escape attempts; and
 - (b) One or fewer than one high in the Dynamic Risk section of the juvenile's Needs Prioritization screen on the Continuous Case Plan (CCP);
 - (c) As shown in the Dynamic Risk Instrument (DRI).
 - (2) Moderate/high risk:
 - (a) Types of offenses committed:
 - (i) Sexual offenses;
 - (ii) Felony assaults;
 - (iii) Weapons violations; and
 - (iv) Escapes or attempts.
 - (b) More than one high in the Dynamic Risk section of the juvenile's Needs Prioritization

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- screen on the CCP;
(c) As shown in the DIR.

4. Between days 14-17 for the newly committed/recommitted juveniles, **RAC PERSONNEL** shall use the criteria listed directly above to determine low or moderate/high risk of juvenile.
5. By day 18 for the newly committed/recommitted juveniles, **RAC PERSONNEL** shall conduct a staffing to determine the juvenile's:
 - a. Length of stay based on identified treatment needs;
 - b. Proposed housing or community placement; and
 - c. Readiness for release.
6. No later than day 20 for the newly committed/recommitted juveniles, **RAC PERSONNEL** shall:
 - a. Designate housing unit facility placement;
 - b. Notify the gaining housing unit of the juvenile's assignment to their unit;
 - c. If it is determined that the juvenile is eligible for release at 30 days:
 - i. Coordinate with the gaining housing unit to schedule the Superintendent's Review Board (SRB) Hearing;
 - ii. Ensure the SRB is scheduled 20 days before the hearing in order that victims receive notification 15 days prior to the hearing;
 - iii. Ensure the SRB date is entered in Youthbase; Notify victims at least 15 days prior to the hearing;
 - iv. Invite the secure facility Superintendent or Assistant Superintendent;
 - v. Mail Form 4090.03D Parent Notification Notice Superintendent Review Board to parents and/or legal guardian at least ten days prior to the scheduled meeting.
 - d. If it is determined that the juvenile is not eligible for release at 30 days, notify the gaining housing unit YPO III to schedule the Initial CCP staffing;
 - e. Transfer summary compiled by the Qualified Mental Health Professional (QMHP) prior to transfer in accordance with procedure 4250.01 Suicide Prevention.
7. On day 21 for the newly committed/recommitted juveniles, the **JUVENILE** shall:
 - a. Complete RAC;
 - b. Transfer to receiving housing unit and/or facility.
8. On or before day 30 **HOUSING UNIT PERSONNEL** shall schedule and conduct either of the following depending on the juvenile's readiness for release:
 - a. The SRB; or
 - b. The initial CCP staffing.
9. By day 120 **HOUSING UNIT PERSONNEL** shall:
 - a. Schedule and conduct an SRB for all 30 days or less juveniles who:
 - i. Did not initially have an SRB; or
 - ii. Were denied at their SRB held at 30 days.
 - b. Ensure the victims are notified at least 15 days prior to the hearing.

Signature Date:

Approved by Process Owner:

(Signature with Credentials)

Kellie M. Warren, Assistant Director of Programs and Institutions

(Printed Name of Signatory)

Effective Date:

Director's Initials

